Student Conduct Assistant

Recruitment #: S2255
Review Date: Immediate review | Open until filled
Department: Office of Student Conduct
Salary Rate: $2,807 - $4,107 [10 step range]

Position Summary:
The Student Conduct Assistant serves as the primary clerical and administrative support for the Student Conduct program and for the Director of Student Conduct. The Student Conduct Assistant will serve as primary manager of the Maxient software system, a system used for managing all student conduct reports and cases, as well as files related to medical withdrawals. Specific tasks within Maxient include configuring the system, creating forms/letters, tracking cases and sanctions, archiving, and training and managing users. This position will also work with the Director of Student Conduct and staff within Residential Education to address student conduct cases involving Western Oregon University students, including over 1000 residence hall and apartment students and students living off campus. In addition, this position will serve as the initial point of contact for faculty, staff and the community, related to the basic guidance on how to report concerns and incidents to Student Conduct.

Minimum Requirements:
● Two years of general clerical experience. One year of which included typing, word processing, or other experience generating documents; OR
● An Associate's degree in Office Occupations or Office Technology; OR
● Graduation from a private school of business with a Certificate in Office Occupations or Office Technology and one year of general clerical experience.
  ○ College courses in Office Occupations or Office Technology will substitute for the required experience on a year-for-year basis.
● High desire to work closely with students and have the abilities to: adapt and remain flexible to changes in needs and demands from students and the priorities of the office with a tactful and encouraging attitude.
● Ability to deal with frequent interruptions of work;
● Ability to relay information while maintaining confidentiality.
● Effectively communicate verbally and/or in writing.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Application materials:
1. WOU Employment Application form available here – classified
2. Cover Letter that addresses each qualification of the position.
3. Resume

**Additional application materials due upon becoming a Finalist:**
Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

**Background/Education Check:**
A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**
All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**
Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. [http://www.wou.edu/hr/benefits/](http://www.wou.edu/hr/benefits/)

**Equal Employment Opportunity:**
Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.